

City of Chattanooga, TN
Personnel Class Specification
Class Code 0578

FLSA: Exempt

CLASSIFICATION TITLE: ZONING AND SIGN OFFICIAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and technical tasks at the supervisory level assisting the Director with the daily administration of Zoning, Sign, and Floodplain Management Ordinances to ensure the health, safety and general welfare of the community. Directs, supervises, and oversees the activities of assigned staff. Performs general personnel management tasks, attends various meetings and completes related administrative tasks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Participates in the direction and supervision of the examination of architectural and engineering documents for compliance with Zoning, Floodplain Management and Sign Ordinances.

Directs the investigations of Zoning, Floodplain, and Sign Ordinance violations; directs the inspection of conditions attached to rezone approvals for compliance; directs the inspection of structural systems necessary to support signs of any size; directs the inspection of electrical systems associated with signs from connections to termination; coordinates inspection activities with other departments, contractors, the public and other individuals.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems and provides counseling as needed; provides recommendations regarding discipline, promotions, discharge and salary administration; completes employee performance appraisals; coordinates and conducts training activities; interviews candidates for employment and provides recommendations for hire.

Interprets and enforces the provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any action necessary to correct deviations or violations; provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations; interprets the Floodplain Management Ordinance; mediates disagreements on code interpretations between inspectors, contractors, architects,

developers, or the public; works closely with the City Attorney's office to ensure code compliance and enforcement of the same.

Supervises and coordinates daily work activities; organizes and prioritizes division workload; prepares work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status and problems; assists with complex, unusual or problem situations; provides direction, advice, and technical expertise.

Ensures code enforcement procedures are followed through the court system; presents cases to court.

Performs research and provides all letters of compliance to zoning and local codes.

Prepares and completes various forms, reports, correspondence, logs, correction notices, citations, performance appraisal documents, division budgets, and related information; receives various forms, reports, sign permit applications, job applications, attendance records, complaint forms, surveys, architectural drawings, electrical diagrams, construction plans, maps, manuals, code books, ordinances, reference materials and other documentation.

Presents variance requests to Zoning Board; directs the activities of the Sign Appeals Board.

Trains inspectors on codes and code changes.

Obtains drawings and right-of-way information from the State Department of Transportation; directs the removal of signs from the right-of-way.

Performs various administrative tasks for the department; maintains records of signs, appeals and inspections; reviews and makes corrections to Sign Appeals Board meeting minutes; maintains filing system for Zoning and Sign records.

Verifies proper licensing of contractors and their employees.

Prepares and presents community outreach programs in the areas of FEMA compliance and flood preparedness; prepares and presents staff professional development programs; prepares and presents contractor development programs; assists with educational programs required for contractors to maintain licenses.

Operates various computer systems and related equipment, copier, typewriter, fax machine and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software.

Maintains a comprehensive and current knowledge and awareness of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational or technical school training in electrical systems and maintenance; supplemented by seven years experience in the enforcement, interpretation, and amending of zoning ordinances with experience in electrical sign installation and service and general electrical maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a Class III Electrical Contractor's license, Managing Floodplain Development through the NFIP certificate from FEMA, hold Special Police Commission, possess Zoning and Property Standards Inspector certification and possess a valid Class D driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Occasional site inspections may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, electricity, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, and rude or irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2003